

York County Job Description

Job Title: Project Coordinator I

Revision Date: 04/31/2014

Full time ☒ **Part time** ☐

Hours of Work: 8:00am – 4:30 pm

Hours per week: 40

Shift: Day

Department No: 17

Department Name: Information Services

Reports to (title only): Project Supervisor

To be completed by the Human Resources Department:

FLSA Status: ☐ Exempt ☐ Non-Exempt

Classification:

Grade Level:

Please complete the following to ensure that the essential functions and requirements are accurate, clear and consistent with the needs of the position.

POSITION SUMMARY

Under general direction, the Project Coordinator I will perform project management related functions. Duties and responsibilities include, but are not limited to: managing existing and new projects; overseeing the formulation and implementation of Project Plans. This position reports to the Project Supervisor.

ESSENTIAL REQUIREMENTS

- Associate's Degree preferred
- High School Diploma or equivalent required
- One (1) to Three (3) years of project management experience and familiarity with current Project Management principles and practices; or any equivalent combination of acceptable training and experience
- Must have current and valid driver's license
- Must have computer skills and be proficient in Microsoft Word and Excel.
- Must demonstrate good organizational and communication skills in areas of project management.
- Establish and maintain cooperative relationships with co-workers, representatives of other County departments.
- Ability to work under high pressure circumstances.
- Ability to work well independently, manage projects and work well with other business units to accomplish project goals and deliverables.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Manage projects as assigned.
- Responsible for the complete project management lifecycle; including Project Management, requirements gathering, implementation, testing, user follow up and support.
- Represents I.S. on countywide technology integration projects, when requested by IT management.
- Lead planning and/or implementation of projects. May participate in the design and/or testing phases.
- Facilitate the definition of project missions, goals, tasks and resource requirements.
- Coordinate project status with all interested parties.
- Facilitate the definition of service levels and departmental requirements. Interact regularly with existing or potential departments to determine their needs and to develop plans for improving delivery.
- Create supporting documentation for project management and software including but not limited to project plans, flowcharts and applicable procedures.
- Responsible for portion of maintenance of York County Government business continuity plan.
- Troubleshooting and debugging applications.
- Works on special I.T. projects as needed.
- Other duties as assigned.

ESSENTIAL PHYSICAL AND MENTAL JOB REQUIREMENTS

Please check those items that apply to the *essential job functions* of the job title listed above. Each category **must** be completed.

1. Following Directions

- ☒ Full Understanding of Both Written and Verbal Instructions Required
- ☐ Understanding of Verbal Instructions Only Required
- ☐ Understanding of Written Instructions Only Required

2. Communication - English

- ☒ Excellent Verbal Communication Skills Necessary
- ☐ Basic Verbal Communication Skills Necessary
- ☐ Limited or No Verbal Communication Skills Necessary

3. Functional Reading - English

- ☒ Fluent Reading
- ☐ Recognition of Signs/Symbols
- ☐ Simple Reading
- ☐ No Reading Skills Required

4. Hearing

- ☒ Ability to Hear Required
- ☐ Limited Hearing
- ☐ Hearing Not Required

5. Seeing

- ☒ 20/20 Vision with Corrective Eyewear
- ☐ Limited Vision
- ☐ Vision Not Required

6. Functional Math

- ☐ Complex Computational Skills (Accounting and Financial Skills)
- ☒ Simple Computational Skills (Add, Subtract, Multiply, Divide, Percents)
- ☐ Simple Counting Skills
- ☐ No Mathematical Skills Needed

7. Time

- ☒ Must Tell Time to the Minute
- ☐ Must Recognize Specific Times (Arrival, Departure, Breaks, Lunch)

8. Orientation (Familiarity with Surroundings)

- ☒ Several Blocks From Building
- ☐ Building Only
- ☐ Work Area
- ☐ Room Only

9. Mobility Skills

- ☐ Mobility Within the Building
- ☐ Mobility Within a Four-Block Radius
- ☒ Driving Required

10. Sitting

- ☐ 75% - 100%
- ☒ 50% - 75%
- ☐ 25% - 50%
- ☐ Less than 25%

11. Standing

- ☐ 75% - 100%
- ☐ 50% - 75%
- ☒ 25% - 50%
- ☐ Less than 25%

12. Bending

- ☒ Knees and Waist
- ☐ Waist Only
- ☐ Knees Only
- ☐ No Bending Required

13. Lifting

- ☐ Greater than 30 lbs.
- ☒ 10 - 30 lbs.
- ☐ Less than 10 lbs.
- ☐ No Lifting Required

14. Reaching

- ☐ Greater than 6 Feet
- ☒ 2 - 6 Feet
- ☐ Less than 2 Feet
- ☐ Reaching Required

These statements are intended to describe the nature and level of work being performed by people assigned to this position. They are not intended to be an exhaustive list of all responsibilities and duties required of the job incumbents.